



STATE OF MICHIGAN
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LANSING

9/28/2006

Test Procedures for the AutoMARK Voter Assist Terminal (VAT)

Promulgated Rule R168.775 deals with the preparation of voting devices to be used in Michigan elections. Section (7) directs, "An assembled voting device shall be tested to determine if it is operating properly." The following test procedures must be carried out prior to each election for each program, ballot style and VAT that will be used at the election to ensure that the equipment is functioning properly.

For each step described below, the marked test ballot must be visually inspected to verify the accuracy of the program and the proper placement of each mark on the ballot. It should be noted that the preparation of a chart of predetermined results is not required. Additionally, since the AutoMARK is not a ballot counting device, test ballots do not have to be tabulated nor is it required that AutoMARK devices be demonstrated or tested at a public accuracy test. Election officials who wish to include a demonstration of the AutoMARK at a public accuracy test may do so at their discretion.

Documentation of the completion of the required preliminary accuracy test is demonstrated through the test ballots (test deck) and the AutoMARK Preparation and Test Certification form which must be attested to by the local election commission or their authorized representatives and retained as a public record under the provisions of Michigan election law.

It is important that the ballot stub be removed from each ballot prior to insertion into the terminal and that all ballots be inserted clean end first. In addition, all test ballots must be numbered sequentially and marked "TEST." It is further recommended that a notation be made on each test ballot that describes the condition being tested. While all test decks and programs must be retained in accordance with the provisions of Michigan election law, these materials are not subject to Federal retention requirements.

The AutoMARK testing procedures are divided into two steps. The first step is designed to ensure that all hardware is functioning properly. The second step is designed to verify the accuracy of the programs that will be used to mark ballots. Because the programs installed into each terminal within the jurisdiction will be identical, only one flash memory card will need to be fully tested.

Step One - Hardware Testing Performed on all AutoMARKs within the jurisdiction to ensure that all elements of the terminal are working properly and that the flash memory card is properly prepared for the election at hand.

Insert a flash memory card into the AutoMARK terminal that it will be assigned to for use on Election Day. Next, insert the switch mode key into the terminal and turn it to the **Test** position.

(Note: The screen will remain blank for approximately one minute.) Unlock the flash memory card if it has been encrypted. Then turn the switch mode key to the **On** position.

1. Insert the first ballot into the AutoMARK
 - a. Test all keys on the keypad, such as Volume, Select, Forward, Back, etc.
 - b. Test all buttons on the touch screen, such as Next, Back, Mark, More, etc.
 - c. Test the headphones.

Use the “Exit Return Ballot” button to eject the blank ballot. Mark this ballot “Test 1 – Hardware Test.”

2. Test the print calibration and flash memory card

This test, which must be performed for all ballot styles within the jurisdiction, is used to verify that the flash memory card works in the VAT, that all marks will be made within the target area of each vote position and that all offices, candidates and proposals are recognized. To perform this test, turn the switch mode key to the **Test** position. The **Main Menu** will display. Press **Test Ballot Print**.

Complete the following steps:

- a. Insert the test ballot. The ballot will automatically be marked and returned for visual inspection.
- b. Carefully inspect the ballot to ensure that: 1) all vote positions appearing on the ballot have been marked, 2) the marks fall within the target area of each vote position and 3) the name of each candidate that is over-laid on the ballot is the same as the name that is printed on the ballot.

Mark this ballot “Test 2 – Test Ballot Print.” This completes the testing that must be performed on all AutoMARKs prior to an election.

Step Two - Program Testing Within each jurisdiction, the program must be completely tested for one ballot style. If more than one ballot style is needed with the jurisdiction, only those instructions, offices, candidates and proposals that are unique to that ballot style will need to be tested.

1. Insert a test ballot into the VAT. Use either the touch screen or keypad to complete this step. Navigate through the ballot comparing the audio presentation of the ballot and the visual presentation of the ballot against the official ballot. Pay particular attention to the pronunciation of each word and the names of all candidates. **NOTE:** Needed adjustments to the voice files must be made in the AutoMark Information Manager Software (AIMS). If adjustments are needed, contact the persons responsible for programming.

Once you have verified the visual and audio presentations of the ballot, using the same ballot, attempt to over vote each office and proposal. In each “Vote for one office,” the selection of a second choice should de-select the previous choice. In offices where more than one selection is allowed, once the maximum number of choices has been made, a candidate must be manually de-selected before another choice can be made. To complete this step, it will be necessary to test each vote position to ensure that they are functioning properly. This means that all vote positions must be selected and de-selected.

Next, using the same ballot, record the maximum number of votes allowed for each office and proposal. Press the “Mark Ballot” button to eject the ballot. Write the words “Test 3 - Maximum Votes” at the top of this test ballot.

For a partisan primary, additional test ballots will be needed to proof and exercise the cross over vote prevention for all the offices under each party.

Promulgated Rule R168.773 (10)(d) This step is used to verify that over voting will not be permitted and that voters will be able to cast the maximum number of votes allowed for each office. This step is also used to proof the audio and visual presentation of the ballot.

2. This step will require two test ballots for each proposal that appears on the ballot being tested. Using the first test ballot, mark a single “Yes” vote for the first proposal. After making your selections, press the “Mark Ballot” button to eject the ballot and verify that the “Yes” position assigned to the first proposal is marked. Using the second test ballot, mark a single “No” vote for the first proposal. Press the “Mark Ballot” button to eject the ballot and verify that the “No” position for the first proposal is marked.

Repeat this process for each proposal on the ballot being tested. Write the words “Test (enter appropriate test ballot number) - Y/N Test” at the top of each test ballot. Any ballot styles within the jurisdiction that have unique proposals must also be tested.

This step is required only if the ballot style(s) being tested contain two or more proposals. This test is used to verify that votes cast on proposals will be awarded to the proper proposal. As an option, this step may also be used to record votes for candidates in the partisan and non-partisan sections of the ballot if applicable. The addition of candidate selections and or additional ballots is left to the discretion of the election officials responsible for the test.

3. Turn the switch mode key to the **On** position. Insert a test ballot into the VAT. Navigate through the ballot using either the keypad or touch screen. Do not record any votes on this ballot. The **Summary** screen should display all offices in red. Advance to the **Mark Ballot** screen and press the “Mark Ballot” button to eject the ballot. Write the words “Test (enter appropriate test ballot number) - Blank Ballot” at the top of this test ballot. Note: This test must be performed for one ballot style only.

Promulgated Rule 168.775(5) This step is used to ensure that a voter can record a blank ballot.